G. R. S. 59]

GENERAL AND REVENUE SECRETARIAT.

19 00 - 01

(97)

File No. 75—00

Serial Nos. 1–6

Papers Filed.

countermarked

*Month*_____

SUBJECT.

Office manual of the Comptroller's office

Indexed

PREVIOUS REFERENCES.	LATER REFERENCES.

Mail in
the memorandum is
necessary. Please
send for it. Thanks M

Memo

Required for reference in connection
with Comptroller's letter No. 4042 of
10/2/00 subd: To Govt., a copy of
the Comptroller's Office Manual.

H. Vincatesearh
Head Accountant

20/2/00

To The Chief Supt., Comptroller's Office

20/2/00.

R 1096

NUE DEPARTMENT
Gr. No. 5082
Vo.
FFR 9.
FC
LEWANS OFFI

189

From

The Comptroller, Mysore Govt

E 7
75-00

To

The Secretary to the Govt. of Mysore

_____ *Dept.*

Dated 10/2/900

Despatched

Received

L. F. No. 4042 Enc. one
No.

SUBJECT MATTER.

Subg a proposal regarding the filing of certain Vouchers in his office, and forwarding for approval a certain correction for that office Manual.

Secy
(The to put up a copy of the Manual)
by 15/2/00

157

Noticed on the Manual
17/2/900

L. F. No. 6042 Note 1

OFFICE OF THE COMPTROLLER, MYSORE GOVT.

Bangalore, 10th February 1880.

12

From

E. R. SUBRAYER, Esq.,

Comptroller, Mysore Govt.

To

The Secretary to the Govt. of Mysore,

General and Revenue Dept. S.

SIR,

I have the honor to notice that Rule 15 of the Office Manual of the Comptroller's office regarding the filing of Vouchers and disposal of accounts will encumber the records of my office with files for which no space is available, according to this Rule there will be 5 files for each District Treasury account Vouchers or 45 files in all for 9 Treasuries per mensem or annually 540 files besides 9 annual files for cash accounts, List of payments.

2— To economise space and at the same time to ensure the same amount of security and regularity, as these papers have to be preserved for twenty years one more record room as large as the present one will be required.

I propose that the Vouchers may be kept in bundles as heretofore and submit the following correction for the approval of Government.

I have the honor to be Sir.

Your most obedient Servt.

E Wentworth

Comptroller

R
12-21-90
Submitted

Correction to the office manual

Omit clauses (a) (b) (d) and the first sentence of (c) under article 15-9 and insert the following rules.

1. Cash accounts of each group for one year should be bound up separately.

2. The "List of Payments" files shall be separate for each district and should be bound up annually

3. Schedules of every district shall be arranged in two files one solely for the fees, fines, and forfeiture statements and the other for the rest of the subsidiary returns.

4. Vouchers shall be arranged in the order of their periods of currency as laid down in Article 95 of the Manual; that is, all the Vouchers for one year shall be kept in months bundles, to contain three ten

one comprising the Salary and Establishment bills, the other contingent abstracts, detailed Bills and Travelling allowance Bills, and the third the rest of the Vouchers with a facing slip on the main bundle showing the name of the District, month and year to which the Vouchers relate. This facing slip, showed bear the signature of the District Auditor and the date on which he bundled and placed them in the record.

5. Health certificates shall be filed in two Volumes one for each Sample.

6. Leave Statement files shall be separate for each District the Statements being filed in the order of months

[illegible]
Comptroller

Draft for appl

(2)

To.

The Comptroller
H.Q.

C.F.
75.00
2

Dated 24-2-00

No 6159/24
H.85-3

Has the honor to request that the Comptr will be so good as to furnish the undersigned with a copy of his office manual for reference if this office in connection with his letter No 4042 of 10th February 1900.

By order

for Secretary

5625

R 1203

1189

(3)

From

The Comptroller,
Mysore Govt.

To

THE SECY TO THE GOVT. OF MYSORE,
GEN. & REV. DEPTS.

G 3
75-00
3

Dated 8th March 1900

Despatched

Received

General No. 4601
No.

Enclosure No. -

Stating in reply to this office docket No. 6159/FC853, that no copies of the office Manual are available & that copies were already submitted to the Dewan's Office [illegible]

References to be marked.

[illegible] GT 11/3

OFFICE OF THE COMPTROLLER, MYSORE GOVT.

No. 4607

Bangalore, 8 March 1900.

From

E. R. SUBRAYER, Esq.,

Comptroller, Mysore Govt.

To

The Secretary to the Govt. of Mysore,

General and Revenue *Depts.*

Sir,

In reply to your docket no 6159/7833, I have the honor to inform that no Copies of the office manual are available. The whole Stock being exhausted. I beg to add that Copies were already Submitted to your office with this office nos.

I have the honor to be,

Sir,

your most obedient Servant

E Subbarayar

Comptroller.

Mair

From

The Comptroller, Mysore Govt

To

The Secretary to the Govt. of Mysore

_____ *Dept.*

Dated

Despatched

Received

L. F. No. _____

No.

SUBJECT MATTER.

Draft for approval

(4)

G.3
File No 75 00
Serial No 4

To

The Accountant
Mysore Government.

No. 7644
H:1023 8/25/4/00
25

His letter no. 4601 dated 8th March 1900.

I am the honor to request that the Comptroller will be good enough to intimate quote his reference with which copies of his Office manual were sent to this Office ~~and with what~~ ~~nos as the issues have been~~ ~~omitted to be mentioned~~ ~~in the above letter~~.

"By order"

25/4/00

For Secretary

Treasury Account Department

OFFICE OF THE COMPTROLLER OF MYSORE.

No. 633

Bangalore, 28th July 1900 1909

(5)

From E. R. SUBRAYER, Esq.,

Comptroller, Mysore Government.

Section G 3
File No 75-00-
Serial No To 5

The Secretary to the Govt. of Mysore,

General & Revenue Dept.

SIR,

It having now been decided that the Manual of this office compiled by Mr. Biddulph should be observed in its entirety, I have the honor with advertance to my letter No. 1042 dated 12th February 1900 re: the filing of vouchers etc: in my office, to state that as required by Art. 159 of the Manual the Treasury Account vouchers and others have now to be put up in monthly files and not in bundles as hitherto done and as suggested by me in my letter. To carry out the Provisions of the Manual in this respect, skeleton files of medium size will have to be supplied by the Stationery Department. I Estimate that in addition to the annual supply of files indented for by this office, 450 more will be required for the purpose which I beg you will be so good as to instruct the Superintendent of Stationery to supply them to my office by monthly instalments of 38 and to continue supplying annually at about the same rate on indents received from this office.

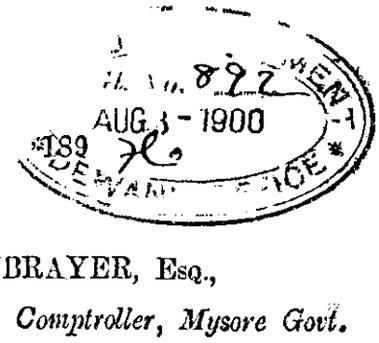
I have the honor to be,

Sir

Your most obedient Servant

Comptroller

Gen. 30]



From

E. R. SUBRAYER, Esq.,
Comptroller, Mysore Govt.

To

The Secretary to the Govt. of Mysore,
Rev. & Genl Dept.

Dated 28th July
Despatched 2d August
Received
General No. 633
No.
Enclosure No.

In reply to

SUBJECT.

Stating that as required by article 159 of the Manual the Treasury account books and others have now to be put up in monthly files. and not in bundles as hitherto done &c

References (to be entered only in the Dewan's Office).

Draft filed
11/8/00.

R. 6/8/00.

Extracts

Method of disposing of Records returned to the Record Section.

77. Documents of all kinds, after being disposed off, eventually find their way back to the Record Section and are arranged and indexed on the following plan:—

(a) Letters and drafts. These are returned to their proper place, care being taken that they are arranged according to numerical sequence.

(b) Miscellaneous papers received day by day.

(c) Periodical returns, &c. Retained in each department, and only made over to the Record Section at the end of the year.

As regards (b) and (c), the record-keeper will keep up an index in which every record should be entered and the records — whether files, books, or bundles — numbered on the following principle.

78. In the index a set of consecutive pages should be allotted for each class of records, a few of which are described below, namely:—

Inward Letters.	Detail Books.
Outward Letters.	Journal and Ledger.
Outward Letter Registers.	Consolidated Abstracts.
Inward Letter Registers.	Transfer Ledgers and files.
Transit Books.	Accounts current, Inward.
Vouchers.	Accounts current, Outward.
Classified Abstract	Deposit Registers.
Audit Registers.	Bill Registers.
Contingent Registers.	Local fund Departments Books
Objection Books.	Miscellaneous.

79. Each class of record shall bear a distinct letter and a consecutive number for the files, thus the Inward Letters Index will bear, for example, A as the descriptive letter, and each file will be given a number in the index commencing from No. 1. Each file of Inward Letters will also bear the descriptive mark A and the number assigned to it in the index. The racks will also bear the same descriptive letters given in the index and the files will be arranged in their respective racks in the order of the numbers given on the files. Thus, when an Inward Letter file is wanted, a reference to the index will at once point out where the required file is to be found and where it is to be put back on

its return to the Record Room. There should be no difficulty in tracing any entry for the file in the index as the files are entered in it in the order of years.

Destruction of Records.

94. * * * *

95. No records should be destroyed by him without the previous sanction of the Comptroller, which, should be obtained before the 30th of June each year:

1. Book of Establishment made up of the Annual statements prescribed in Chapter 5. art 55 C.A.C. — After 35 yrs.
2. Establishment Audit Registers.
3. Treasury Cash Accounts, List of Payments and Revenue Schedules. — After 25 Yrs.
4. Salary and Establishment Bills..
5. Pension Audit Register.
6. Books of Transfer Entries made up of forms of transfer entries (Code form. 146).
7. Register of Permanent Payable Orders.

8. District-Classified Abstracts and Detail Books. — After 25 yrs

9. Vouchers not otherwise provided for
10. Deposit and Bill Registers received from Treasuries.
11. Accounts Current and Vouchers received from the Governments and Departments. — After 20 yrs.

12. Travelling Allowance Audit Registers. — After 15 yrs.

13. Contingent Audit Registers.
14. Objection Statements.
15. Objection Books.
16. Adjustment Registers.
17. Detailed Budget Estimates. — After 10 yrs.

18. Contingent Abstracts and Detailed Bills and Travelling Allowance Bills.
19. Inward Exchange Accounts Adjustment Registers.
20. Remittance Transfer Receipts.
21. Forest and P.W. Cheques
22. Cash Orders on Sub-Treasuries
23. District Municipal and Local Fund Cheques issued in payment of Salary, ~~Est~~ establishment and — After 5 yrs

Contingent Bills, &c., which are audited in a Civil Accounts Office. } After 1 year

24. District Cash Balance Reports. } After 1 year

25. Miscellaneous Telegrams. } After 1 year

26. Charge Certificates. After 3 yrs.

27. Remittance Checks Registers. After 2 yrs

28. District Resource Estimates. } After one year

29. Files of Renewed Permanent Payable Orders. } After one year

30. Files of acknowledgments of P.P.Os. } After one year

31. Files of P.P.Os of deceased Pensioners whose claims have been finally discharged } After one year

32. Journals and Ledgers are not to be destroyed.

33. Other Returns received. } According to dis- cretion, except that letters to & from Govt. must be preserved.

34. Correspondence. } According to dis- cretion, except that letters to & from Govt. must be preserved.

35. Office Copies of Accounts and Returns sent. } Not without careful consideration of Comptroller.

Filing of Vouchers And disposal of Accounts.

159. It is of great importance that all accounts and Vouchers should be securely filed without loss of time. The following rules will be observed:-

(a) The files to be separate for each month and district.

(b) Cash accounts, lists of payments, schedules, and similar attachments to be placed on one district file, which shall comprise one year's returns. Fine statements are to be separately kept in district files, which shall comprise not less than three years' return.

(c) Contingent bills, refund vouchers, travelling allowance bills, and vouchers for other charges of a similar kind to be in one monthly district file. Spaces will be left for detailed Contingent bills received subsequently, so that they can be pasted with their sub-vouchers in the manner file immediately after the abstracts to which they refer. Cheques, remittances, transfer receipts, deposit vouchers, &c. are separately filed.

(d) Salary, establishment and pension bills to be in one monthly district file.

(e) The bills will be placed in order according to major and minor heads for the entire month, the vouchers of the first list being

strung together and kept securely until the second list is done with, when the same heads of both can be brought together and the arrangements for filing the entire months papers then be proceeded with.

(f) Under no circumstances must the filing of one months papers be deferred beyond the date of completion of the next months account. The district file books should be conspicuously labelled and be transferred to the Record Department as early after the close of the year to which they relate as practicable.

(g) When vouchers are wanting or have been returned for any purpose spaces may be left in the proper place in the file to admit of their being subsequently pasted in.

Compd

Extracts from the
Office Manual of
the Comptroller,
Insane

Draft for appl

(6)

GOVERNMENT OF MYSORE

Section 63
No. 7-50
Serial No. 6

Read: —

Correspondence ending with letter No 633 dated 28th July 1900, from the Comptroller, Mysore reporting that as it is decided that the Comptroller's office Manual Compiled by Mr Bidwulph should be observed in its entirety, it is necessary that as required by Art 159 of the Manual, the Treasury Account Vouchers & others have now to be put up in monthly files and not in bundles as hitherto done & that in order to carry out the provisions of the Manual in this respect, skeleton files of medium size will have to be supplied by the Stationery Department to the estimated number of 450 in addition to the annual supply of files indented for by

his

his office and requesting that the Supdt of Stationery may be instructed to supply them to his office by monthly instalments of 38 and to continue supplying annually at about the same rate on indents received from his office.

Order thereon:—

The Comptroller's proposals made in the above are approved. The Supdt of Stationery will accordingly be requested to comply with the requisition of the Comptroller for Skeleton files to the no of 450 in addition to what is now supplied to his office and to supply the same by monthly instalments of 38, the supply at about the same rate being continued annually on indents received from

No 1565-66 / 18/8/00
7C 127 / 18

from the Comptroller's
Office

16/8/00

13/8/00 Secretary

To The Comptroller
M.S.
The Supt of Stationery

Issued
16/8/00

copied
17.8.00